



RECORDS RETENTION AND DISPOSITION SCHEDULE

Environmental Management, Department of. Water Quality, Office of.

Agency: Water Quality, Office of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	80-747	PERMIT This includes National Pollutant Discharge Elimination System (NPDES) permits granted or for up to five (5) years compliance evaluation, inspection, and correspondence concerning compliance.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
2	2008-100	EXTERNAL REFERENCE DATA Water quality report references, database documentation, and external data/information.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the RECORDS CENTER. DESTROY microfilm and DELETE electronic records after a total of twelve (12) years.
3	2008-101	WATER QUALITY ASSESSMENT AND REPORTING NOTES AND DRAFT DOCUMENTS	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after annual paper and electronic documents are completed, revised and published/submitted.
4	2008-102	EPHEMERAL GIS FILES AND ELECTRONIC WORKING DOCUMENT FILES	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after three (3) years.
5	2008-103	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) MINIMUM CONTROL MEASURE CERTIFICATIONS Certification statements are submitted to IDEM for minimum control measures that are required as part of the SWQMP. The certification statements confirm that a MS4 has appropriate ordinances and staff in place to administer the measure.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
6	2008-104	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) MONTHLY CONSTRUCTION REPORTS Monthly Construction Reports are sent to IDEM by each MS4 administering a construction program. The report provides information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files one (1) year after submittal.
7	2008-105	CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of land disturbance. Includes NOTICE OF INTENT, Construction Plan, Plan Review, Project Correspondence, and Site Assessments.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years.
8	2008-106	FEDERAL WATER POLLUTION CONTROL ACT, SECTION 319(H) GRANT APPLICATION AND PROJECT FILES Application, project information and associated correspondence.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.

9	2008-107	FEDERAL WATER POLLUTION CONTROL ACT SECTION 205(J) GRANT APPLICATION AND PROJECT FILES Application, project information and associated correspondence.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
10	2008-108	FEDERAL WATER POLLUTION CONTROL ACT SECTION 104(B) APPLICATIONS Applications and associated correspondence.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the RECORDS CENTER. DESTROY microfilm and DELETE electronic records after a total of fifteen (15) years.
11	2008-109	GRAND CALUMET PROJECT All documents, correspondence, reports, data and related materials.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
12	2008-110	SEDIMENT SAMPLING Quality Assurance/Quality Control plans, data reports, and related materials reviewed as a part of certain permit applications	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
13	2008-111	TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECT FILES Includes data, correspondence, draft reports, final reports, and all supporting documents	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
14	2008-93	PUBLIC WATER SUPPLY INVENTORY INFORMATION AND CORRESPONDENCE	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
15	2008-94	PUBLIC WATER SUPPLY SAMPLING RESULTS, LETTERS, AND INFORMATION	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.

16	2008-95	SOURCE WATER AND WELLHEAD PROTECTION PLANS	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
17	2008-96	WATER SYSTEM MANAGEMENT PLAN	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
18	2008-97	APPLICATIONS FOR WASTEWATER TRAINING COURSE APPROVAL Contains state application form (SF 51138) and supporting documentation, IDEM approval/disapproval letter, and course attendance roster or sign-in sheet.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files four (4) years after last course conducted with the relevant course approval number.
19	2008-98	DISCHARGE MONITORING REPORT (DMR) Monthly discharge reports submitted by municipal and industrial National Pollutant Discharge Elimination System (NPDES) permit holders.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files five (5) years.
20	2008-99	FEDERAL WATER POLLUTION CONTROL ACT SECTION 305(B) Water quality reports, database, reach index, electronic update, and Geographic Information System (GIS) files.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility.
21	80-1716	INDUSTRIAL MUNICIPAL REPORT	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after three (3) years.
22	80-1717	MUNICIPALITY & INDUSTRIAL GENERAL Records on municipality or industry prior to their receiving a National Pollutant Discharge Elimination System (NPDES) permit.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
23	80-1718	NON-NPDES INDUSTRY Industry files on those not having National Pollutant Discharge Elimination System (NPDES) permits.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after three (3) years.
24	80-1720	SEWER DISTRICT FILES Records of the background and status of all sewer districts.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
25	80-1722	LEGAL FILES Enforcement of actions taken by the "Water Pollution Control Board".	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the RECORDS CENTER. DESTROY microfilm and DELETE electronic records after a total of twenty-five (25) years.

26	80-753	STATE FACILITIES National Pollutant Discharge Elimination System (NPDES) permits for all state facilities.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
27	80-754	FEDERAL FACILITIES National Pollutant Discharge Elimination System (NPDES) permits for all federal facilities.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
28	80-759	CERTIFIED WASTEWATER TREATMENT OPERATORS Contains exam application(s), exam results, payment receipts for initial certification and renewal, renewal notices, continuing education credit reporting forms and compliance information. Files are maintained as long as operator is active, for comparison of work and educational experience. This category also includes Operator-in-Training files and Not Certified files. Retention based on 327 IAC 5-22.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files four (4) years after becoming inactive.
29	80-771	WASTE LOAD ALLOCATION RELATED MEMOS Established limits for each town. They are revised every five (5) years.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after six (6) years.
30	80-776	ORSANCO Documents staff support and studies done for Indiana's representative on this Commission.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
31	80-781	WORKING FILES Reference materials and working copies of information.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files when outdated or replaced.
32	80-796	REFERENCE FOR EQUIPMENT	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after one (1) year.
33	80-801	TIME OF TRAVEL AND MILEAGE DISTANCES OF STREAMS	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files when outdated or replaced.
34	80-802	SURFACE WATER QUALITY DATA Surface Water quality monitoring data.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.

35	80-807	INDUSTRIAL WASTE OPERATION PERMITS These permits are required for the operation of any wastewater treatment facility from which there is no discharge or which discharges into a municipal sewage treatment plant. (i.e. Pretreatment Permits).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
36	80-808	PERSONAL PROPERTY TAX FILE Personal property tax deduction for a certified geothermal system or device. Records include application, State Form 18895, and any and all requested information from the property owner. Disclosure of these records may be affected by IC 6-1.1-35-9.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after six (6) years.
37	80-809	SECTION 401 WATER QUALITY CERTIFICATION (WQC) OR STATE REGULATED WETLAND PERMIT (SRW) DECISIONS Site-specific or general. Individuals must receive a WQC from the state before being granted a federal permit or license. Discharge of fill into an isolated wetland requires an SRW authorization. Contains letters, applications, notifications, and supporting documentation.	TRANSFER to INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, five years after the later of the following: mitigation release or authorization expires.
38	83-714	MUNICIPAL MONTHLY REPORTS OF OPERATION (MRO) Monthly reports of operation submitted by the municipality.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years.
39	83-715	INDUSTRIAL MONTHLY REPORTS (MMR) Monthly monitoring reports submitted by the industry.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years.
40	85-521	MUNICIPAL WATER WORKS AND WATER WORKS PROMOTIONS Record contains files on existing municipal waterworks. It also includes correspondence and related information from municipalities trying to promote a public water supply facility. Includes records previously covered under R.S. Numbers 85-522, 85-523, 85-526, 85-528, and 85-529.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
41	85-524	NPDES WATER WORKS CORRESPONDENCE Correspondence & NPDES (National Pollutant Discharge Elimination System) permits with cities and towns needing permits for point source discharges.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
42	85-533	CROSS CONNECTIONS CONTROL FILES	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after three (3) years.
43	85-534	CROSS CONNECTIONS, SEMI-ANNUAL INSPECTION REPORTS These are reports submitted for review by the Public Water Supply Division.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after one (1) year.
44	85-535	DISEASE OUTBREAKS, TORNADO DISASTERS, FLOODS ETC. Files have correspondence, investigation information and reports pertaining to catastrophes.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.

45	85-537	PUBLIC WATER SUPPLIES MONTHLY REPORTS OF OPERATION	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years.
46	85-538	PUBLIC WATER SUPPLIES OPERATOR CERTIFICATION CORRESPONDENCE	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) years after the file becomes inactive.
47	86-172	PLANS AND SPECIFICATIONS - MUNICIPAL AND INDUSTRIAL SEWER/WASTEWATER TREATMENT These are plans and specifications for non-United States Environmental Protection Agency (US EPA) funded construction projects and are sent to this office for approval provided they meet state guidelines. Record includes approved plans specifications for municipal, industrial state and federal sewer and/or wastewater treatment projects.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
48	86-173	PERSONAL PROPERTY TAX EXEMPTION FILE IC 6-1.1-10-10 requires the Indiana Department of Environmental Management to certify claims for tax exemptions for Water Pollution Control Facilities. These files include copies of "Form 103-P, Claim for Air or Water Pollution Control Facilities," and a file copy of its certification letter. The original claim form is sent to the County Assessor-s Office. Files arranged by county. Disclosure of these records may be affected by IC 6-1.1-35-9.	IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) years after receipt of STATE BOARD OF ACCOUNTS audit report and satisfaction of unsettled charges.